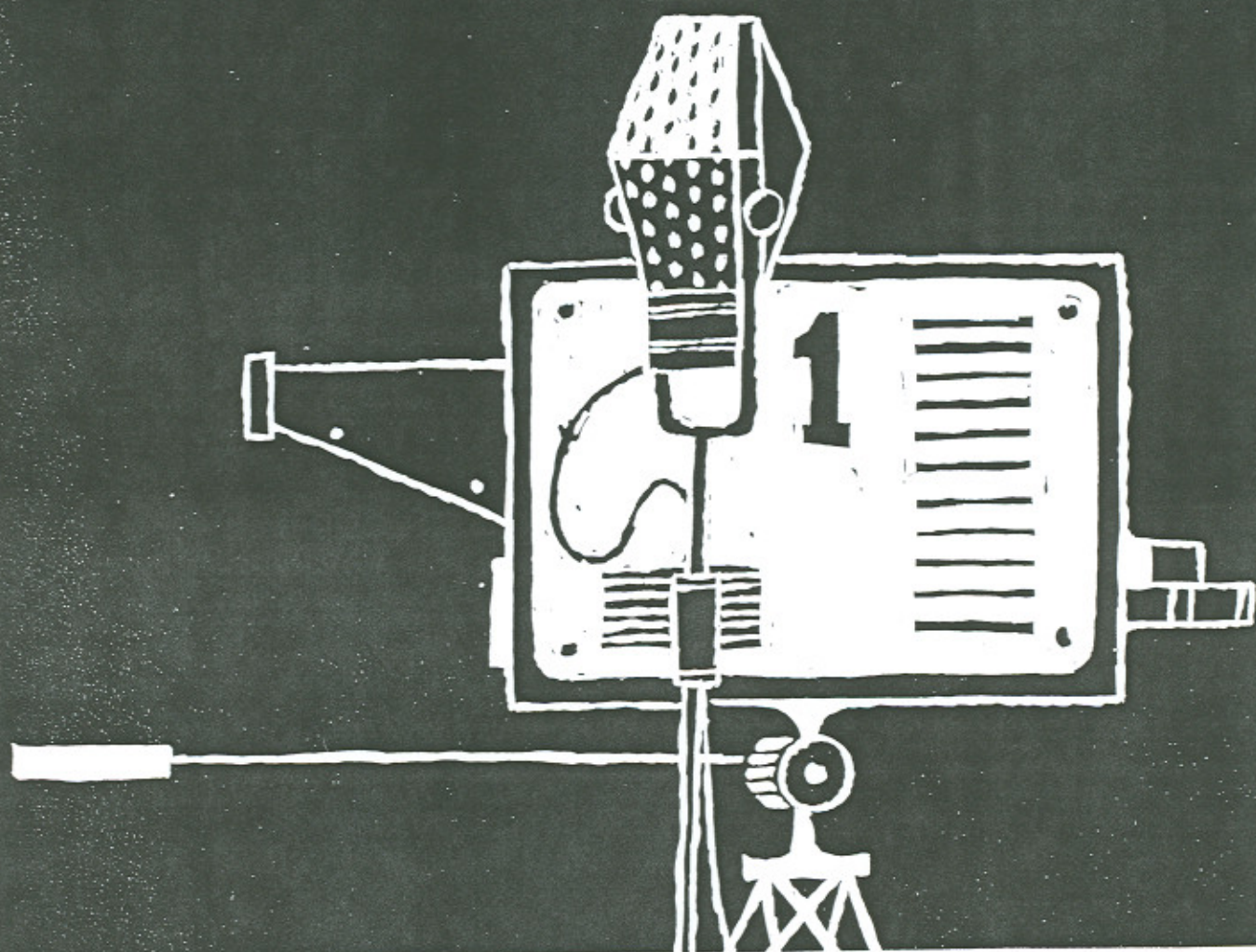


ESTABLISHING THE ARMED FORCES RADIO AND TELEVISION STATIONS



CHAPTER I

ESTABLISHING ARMED FORCES RADIO AND TELEVISION STATIONS

An Armed Forces Radio or Television outlet is a radio broadcasting station, carrier current station, audio distribution system, telecasting station, television booster station, television translator station, or wired television system authorized by the Office of Armed Forces Information and Education, Department of Defense, and operated in accordance with the pertinent directives issued by that office, and the applicable military department regulations of the command in which such facility is located.

Depending upon availability of land-line and/or microwave relay facilities, a radio or television facility may be a network affiliate, an independent outlet, or even a key network headquarters type of station. Programming, production, technical lay-out and facilities, personnel, space requirements, etc., will be governed largely by the type of station planned and approved for the area.

Subject to the limitations set forth below, Armed Forces Radio or Television outlets may be established wherever a military requirement for such communications can be demonstrated.

STEPS TO ESTABLISH

A commander, on determining that there is a need for an AFRTS outlet, radio or television, shall forward his request for its establishment (or major modification of an existing outlet) to his military service department, through the commander of the unified command, if such a command exists. The request will include the following information:

1. Essentiality — to include number of Armed Forces personnel who will benefit from the outlet contemplated.
2. Designation of the command that will exercise immediate operational control of the station.
3. Physical location.
4. Plan for staffing the outlet, including military and civilian personnel requirements.
5. The plan for providing logistical support for the operation and maintenance of the outlet.
6. Availability of an operating frequency, or suggested operating frequency, including extent of preliminary clearance with military command, the local sovereign government (when involved), and the unified command.
7. A brief description of the required facility, together with a list of any equipment available in the command for the project.

In considering any request for a new Armed Forces Radio or Television outlet, the department concerned will apply the following criteria:

1. The outlet will not cause interference, as determined under the rules of the Federal Communications Commission (FCC), to broadcast stations licensed by the FCC, or to stations in other countries in contravention of outstanding treaties or agreements.

2. The outlet will not restrict or preclude the use of any broadcast frequency by a station licensed by the Federal Communications Commission in accordance with its rules and standards.

3. Armed Forces Radio and Television outlets are intended to serve the United States Armed Forces and will not compete for listeners with other broadcasting stations.

4. A request for the establishment of a translator or booster station will be considered by the Office of Armed Forces Information and Education only if the site is outside the continental United States and the program to be received is in English. This does not preclude the military departments from establishing translator or booster stations to relay programs within the continental United States, using available funds and with proper authorization from Government agencies and the commercial interests involved.

In areas where the jurisdiction of the Federal Communications Commission is involved, the military department concerned will apply the criteria above in determining the acceptability of the Armed Forces Radio and Television outlets for which concurrence has been requested. Where applicable, the military department will insure required coordination with the Joint Communications Electronics Committee of the Joint Chiefs of Staff, through its department representative on this committee. In those instances where an application to the Interdepartment Radio Advisory Committee for frequency provision is essential, the military department concerned will submit its request to the Office of the Assistant Secretary of Defense, Supply and Logistics (OASD/S&L), for approval and transmittal to the Office of Defense Mobilization (ODM). ODM will obtain the views of the FCC and will indicate to the military applicant, through OASD (S&L), when a frequency application may be processed. OASD (S&L) will furnish a copy of that communication to the Office of the Assistant Secretary of Defense, Manpower, Personnel, and Reserve, (OASD/MP&R). Final approval cannot be given by the Office of Armed Forces Information and Education until requisite clearances are obtained from the sovereign government.

The request, when properly completed in accordance with the procedure indicated above, will be forwarded by the department concerned to the Office of Armed Forces Information and Education for policy approval. If that office concurs, it will be returned to the department originating the request. The department will then complete the clearance of an operating frequency, in accordance with established directives, and will proceed with steps to procure a "bill of materials" and physical installation of station.

Assigned radio frequency and power will not be deviated from, except by approval of the assigning authority.

First appraisal of details above may cause one to anticipate complications. The military and government agencies named above are generally familiar with most of the problems attendant to setting up a radio or television facility. Information not readily available to a commander can be secured. It is helpful to reflect that the construction of a commercial outlet in the United States, where information, supplies, and equipment are quite readily available, requires diligent effort over a period of time before a construction permit is granted. It is the responsibility of the FCC and other agencies concerned with military broadcasting, to similarly allocate and approve a frequency and broadcast equipment that will properly cover the designated target area, without interference to an existing outlet and with resultant broadcast fidelity that meets prescribed standards.

The first step, therefore, in the establishment of a radio or television facility, is that the commander for the area desiring the military outlet forward his request for its establishment through proper channels, in the manner shown above. The major command level will appoint a qualified television or radio project officer who will, upon the receipt of a request for a station facility, be assigned to complete all plans for the installation of the station. To accomplish this, a television or radio site survey will be completed by the major command project officer, or his assistant. The commander of the area for which a facility is being requested will usually appoint a project officer in his own command to work with the major command level project officer.

EXAMPLE OF A FLEXIBLE PLAN FOR TELEVISION PROJECT

The following is submitted as an example of a flexible plan which can be used by the major command level project officer in the accomplishment of his responsibility for completion of a television site survey:

1. TDY to proposed base, Project Officer and assistant, for location survey — to include:
 - a. Essentiality survey
 - b. Engineering survey
 - c. Building facilities survey
 - d. Station location survey
 - e. Local government approval
 - f. Listening, viewing habits
 - g. Personnel requirements and problems
 - h. Television receivers
 - i. Television station programming
 - j. Technical problems
 - k. Area problems
2. Return to Headquarters, Project Officer and assistant:
 - a. Submission of Operational Plan, which will include:
 - (1) Engineering survey information
 - (a) Maps
 - (b) Photographs
 - (c) Equipment location
 - (d) Studio location
 - (e) Power
 - (f) Available electrical supplies, etc.
 - (2) Engineering problems and their solutions
 - (3) Equipment requirements

- (4) Equipment costs
- (5) Local government approval and frequency authorization
- (6) Personnel required
- (7) Funds
- (8) Programming
- (9) Contracting
- b. Immediate action and coordination on
 - (1) Funds
 - (2) Contract specifications
 - (3) Contract award
 - (4) Personnel procurement
 - (5) Programming
 - (6) Television facilities planning
 - (7) Training
 - (8) Final local government approval and frequency authorization
 - (9) Television receivers
- c. After contract award by military service having command jurisdiction of proposed station:
 - (1) Contact and coordination with television manufacturers
 - (2) Completion of television facilities planning
 - (3) Completion of:
 - (a) Personnel procurement
 - (b) Programming
 - (c) Engineering requirements as applied to local situation
 - (d) Film distribution
 - (e) Airlift and transportation
 - (4) Exact target date for delivery
 - (5) Equipment on way to delivery
- d. TDY to site — Project Officer and assistant:
 - (1) Equipment arrival
 - (2) Station personnel arrival
 - (3) Installation of equipment
 - (4) Inspection and acceptance of equipment
 - (5) Final coordination on engineering activities

- e. Prior to airtime:
 - (1) Thirty (30) days' program planning in advance
 - (2) SOP written for Station Operation
 - (3) SOP written for procurement of entertainment, live or film
 - (4) SOP written for maintenance of equipment
- f. Airtime: Opening of fixed base television station:
 - (1) PIO coverage
 - (2) Outstanding entertainment (live — film)
 - (3) Miscellaneous

It is also important to remember that there are prescribed steps for a major alteration or discontinuance of a radio or television installation.

PROCEDURE FOR DISESTABLISHMENT OR MAJOR REDUCTION IN SIZE OF AFRTS OUTLETS

When a commander determines there is no longer a need for an existing station in his command, or that its size should be reduced, he will forward his request, together with an inventory list, to the military department having jurisdiction over the outlet through the commander of the unified command. Upon approval, the department will forward an information copy to the Office of Armed Forces Information and Education, Department of Defense.

Upon receipt of authority for the disestablishment or reduction in size of the station, the commander will insure that equipment and maintenance records are handled in accordance with the following procedure:

1. If the AFRTS equipment can be used elsewhere within the area of the unified command, the command disestablishing the station will, without reimbursement, ship the equipment and pertinent maintenance logs to the command designated.
2. If no use exists within the area of the unified command, such parts and equipment will be reported through channels to the military service concerned, for disposition instructions.

RESPONSIBILITIES

Responsibility for Armed Forces Radio and Television is assigned as follows:

1. The Office of Armed Forces Information and Education is responsible for developing and supervising programming policy for Armed Forces Radio and Television Service.
2. In areas where jurisdiction of FCC is involved, the Assistant Secretary of Defense (Supply & Logistics), in coordination with other offices of the Department of Defense, has responsibility for technical policy matters necessary for the approval of Armed Forces Radio and Television outlets.
3. The military departments are responsible for the implementation of policy.
4. Military departments are responsible for the administration, operation, and support of Armed Forces Radio and Television outlets within their jurisdiction.

5. In unified commands, operational and administrative control of Armed Forces Radio and Television outlets may be delegated to local Army, Navy, Air Force, or Marine Corps commanders, under the implementing policies established by the commander of the unified command.

6. Except when there is a joint agreement for other arrangements, each military department is responsible for budgeting and funding in accordance with the policies of its department as follows:

a. Civilian personnel for the operation of Armed Forces Radio and Television outlets within its jurisdiction.

b. Administrative and housekeeping supplies and equipment for the operation of Armed Forces Radio and Television outlets within its jurisdiction.

c. Supplies and material required for the establishment of new outlets.

d. Supplies and material required for major changes in existing outlets.

e. Supplies and material required for replacement, repair, and maintenance of existing equipment.

f. Engineering services.

g. Orientation of the technical operating staff of each new outlet, and reorientation of personnel at existing outlets.

Office of Armed Forces Information and Education, Department of Defense, is responsible for:

1. Budgeting and funding for AFRTS-LA and AFPTS-NY.

2. Providing programming materials to all Armed Forces Radio and Television outlets; securing clearances from such interested unions, associations, owners, or sponsors, as may be deemed necessary.

3. Contracts and agreements with the American radio, television, and recording industries, and their allied unions, for program material and services essential to the successful operation of Armed Forces Radio and Television.

POLICY OF OPERATION

Policy of Operation must initially recognize the military requirements of the command, while considering the daily habits of the potential military listening or viewing audience — their duty hours, recreational habits, and general attitudes. The hours of work and leisure present an individual problem in each command. Attitudes, though variable, are apt to fall into normal American listening and viewing patterns, as the American military audience represents a fairly typical cross-section of the American public back home. In general, they still remain an "American radio or television audience," and any policy of operation criteria must attempt to cater to those tastes and desires.

PROGRAMMING SERVICES

Complete Armed Forces Radio and Television program service may be authorized only for approved Armed Forces Radio and Television outlets. Service will consist primarily of audio tapes, transcriptions, kinephoto recordings, and 16-mm motion picture film.

Partial Armed Forces radio program service may be authorized for certain approved military and veterans hospitals. Request for this service for military hospitals will be made through the respective military departments to the Office of Armed Forces Information and Education, Department of Defense.

SPECIFIC OPERATIONAL POLICIES

Direct Communication

Armed Forces Radio and Television outlets or networks, overseas commands and military departments may, on program matters, communicate directly with AFRTS-LA and AFRTS-NY.

Station Identification

Armed Forces Radio and Television outlets will identify themselves at prescribed regular intervals, in compliance with international regulations. If call letters have not been assigned, identification may be made as follows: "This is Armed Forces Radio (or Television) Station" (followed by the name of the city, post, geographic location, or code designation).

Outlets which are a part of local network may use their affiliation twice daily, at sign-on and sign-off, as an "Affiliate of Armed Forces Radio and Television Service, the Voice of Information and Education." Networks will not be identified unless they exist in fact, and then they will be identified as being operated for the benefit of the Armed Forces, not for a single military Service.

Station identification will be made at the beginning and at the end of each individual program segment, except in cases of variety programs, athletic contests, or similar programs of longer duration than thirty minutes. Station identification, in these instances, will be made at the first interruption of program continuity or, in any case, at least hourly.

Custodianship

All transcriptions and films distributed by the Office of Armed Forces Information and Education, and its field activities, remain under the custodianship of the Department of Defense and are to be used only on authorized AFRTS outlets.

Use or reproduction of AFRTS tapes, transcriptions and films, in whole or in part, for private or commercial purposes, is prohibited.

Armed Forces Radio transcriptions and films, or duplicates made therefrom, will not be retained by governmental agencies, except as authorized by the Office of Armed Forces Information and Education.

Restriction

Recordings made by Armed Forces Radio and Television outlets, or Armed Forces networks, will not be made available to commercial or private radio stations or networks, or their representatives, without prior approval of the theater commander or the commander whom he delegates to be responsible, and then only through normal public information channels.

SPECIFIC PROGRAMMING POLICIES

Clearances

Clearances will be obtained by the Office of Armed Forces Information and Education

from such interested unions, associations, owners, or sponsors, as may be necessary.

Negotiations for new radio or television program material is the responsibility of the Office of Armed Forces Information and Education, AFRTS-LA and AFPRTS-NY.

Inquiries or requests from overseas radio and television outlets will not be directed to commercial interests in the United States, such as film producers, networks, recording companies, owners, sponsors, and individual radio and television stations. All inquiries and requests will be addressed to Office of Armed Forces Information and Education, AFRTS-LA or AFPRTS-NY. This policy is based upon request from industry for centralized control over such requests from military services and overseas radio and television outlets.

Use of programming materials (phonograph records, tapes, or films) secured directly from commercial sources, post exchanges, or private sources, is prohibited.

News

Armed Forces Radio and Television outlets will broadcast news programs as frequently as is consistent with good programming standards and local needs. News material will be selected on the basis of objectivity. It will be balanced as to coverage and will not contain editorialism, analysis, commentary, or sensationalism. When opinions are expressed, the person or source will be identified. News will be factual, accurate, impartial. News broadcasts will be based on reports provided by commercial press services, shortwave news broadcasts from Los Angeles and New York, or other accredited news gathering agencies, including authorized military news media and official press releases emanating from major command headquarters. News will be in good taste.

Armed Forces Radio and Television outlets shall make available to military personnel stationed overseas, factual and impartial political news from the United States. Such news must be obtained from nationally recognized news media. Great care shall be exercised in maintaining a well-balanced coverage of political news, without comment, criticism, analysis, or interpretation of an editorial nature.

Presidential Campaigns

During national presidential campaigns, AFRTS-LA will supply outlets overseas with transcriptions and films of addresses by presidential candidates of the major parties, and AFRTS-LA and AFPRTS-NY will broadcast a balanced coverage of campaign news and addresses by shortwave. Addresses by presidential candidates will be scheduled by local outlets during the most advantageous listening hours. Equal time will be allotted to addresses by candidates of each major political party and adequate advance notice of the date and hour of each broadcast will be given.

Religious Programs

Religious programs released to overseas radio and television outlets are selected by the Armed Forces Chaplains' Board.

Questions concerning selection of religious programs released by AFRTS-LA or AFPRTS-NY will be referred to the Office of Armed Forces Information and Education, for coordination with the Armed Forces Chaplains' Board.

Foreign Language Broadcasts

No Armed Forces Radio or Television outlet will broadcast any radio or television

program sponsored by a foreign government, except those programs supplied by Armed Forces Radio and Television Service. This prohibition does not apply to live broadcasts of local sports and special events that are prepared initially for broadcast over Armed Forces Radio and Television outlets and are presented by, or under the supervision of, staff members of those outlets. In certain instances, events or ceremonies broadcast by a foreign government or agency may be deemed of sufficient cultural or informational value to warrant rebroadcast by Armed Forces Radio or Television outlets. In such cases, major commanders are authorized to rebroadcast such programs. No rebroadcast of this nature, however, shall be made without the express permission of the originating agency.

Broadcasts in other than the English language are limited to:

Those designed to satisfy the needs of U. S. troops speaking other than English, for example, a Spanish language program for Puerto Rican troops.

Radio or television courses in the language of the host country, addressed specifically to the serviceman, in order to increase his knowledge of the language.

Broadcasts addressed specifically to the serviceman, designed to increase his appreciation of the host country, its customs, background and people (such as panel discussions or interviews with indigenous people where translation is required).

Those designed to assist the host government, as it requests, in contacting its civilian population during emergency conditions, such as, storms, floods, hurricanes, or earthquakes.